



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

**MONTHLY MEETING
NOVEMBER 20, 2025**

**12:00 PM
BOARDROOM
(SECOND LEVEL)**

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – OCTOBER 30, 2025**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
 - A. OCTOBER 2025**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. OCTOBER 2025**
 - B. CATERING MENU UPDATE**
- V. SALES REPORT – HAYLEY TILLERY / MORGAN MOORE**
 - A. OCTOBER 2025**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. PARKING GARAGE – UPDATE**
 - B. HVAC ARP PROJECT – UPDATE**
 - C. CARPET RENOVATION PROJECT – UPDATE**
- VII. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING
NOVEMBER 20, 2025
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, November 20, 2025, at 12:00 Noon in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, John Stacy, Jay Pitts, and Brittany Perkins

Authority Members Absent: Vice Chairman Jessica Gray

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Morgan Moore Finance Manager R. Nichole Lewis, and Secretary Chasity Deppe

CALL TO ORDER

At 12:02 PM, Chairman Jonathan Payne called the meeting to order and welcomed members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – OCTOBER 30, 2025

Chairman Jonathan Payne asked the members if they had received and read the minutes from the previous regular meeting dated October 30, 2025. With no additions or corrections to be made, John Stacy made the motion to approve the minutes as presented. Jonathan Payne second the motion, which was carried out unopposed by all members present.

FINANCIAL REPORT – NICHOLE LEWIS

A. OCTOBER 2025 – See attached report.

Chairman Jonathan Payne made a motion to approve the October 2025 Financial Report as prepared and presented by Finance Manager R. Nichole Lewis. Jay Pitts second the motion that was carried unopposed by all members present.

CATERING UPDATES / OAK VIEW HOSPITALITY GROUP - HAYLEY TILLERY

A. OCTOBER 2025 Client survey score for catering based on 1 survey was 100.

Executive Director Hayley Tillery reported that Oakview Group Catering was actively working on the 2026 menu pricing increase and was currently compiling a comp set based on comparable local and regional facilities. Hayley stated that the comp set and draft menus would be provided at the next meeting, adding that the current 2025 prices would remain in effect until April 2026.

SALES REPORT – HAYLEY TILLERY / MORGAN MOORE

A. OCTOBER 2025 – See attached report.

Executive Director Hayley Tillery briefly went over the sales reports for the month of October 2025. Hayley stated for the month there were 32 call-in clients, 7 walk-in clients, 47 planning kit requests and 10 requests for proposals with 18 contracts issued. Adding there were 66 event days during the month with over 18K attendees.

Hayley shared the October client survey report, which contained just one survey for the month with an overall score of 100. **See attached report.** Hayley also shared several Google Reviews that were received, adding the facility had 188 new social media followers.

Hayley then highlighted a few events that took place during the month of October to include the Dino Adventure, 2025 Walk-Bike-Live Summit, Hope Harbor Gala, Piedmont Columbus Regional Breast Cancer Awareness Luncheon and the facility's signature event, Hero for a Day, which benefits Teen Advisors. Hayley added that the city-wide impact for October was \$728,840.

Conference / Convention Event Leads Report - **See attached report**, prepared, by Assistant Director Morgan Moore.

FACILITY UPDATE – HAYLEY TILLERY

A. PARKING GARAGE UPDATE Executive Director Hayley Tillery stated that although she did not have any new information to report, she was still in communication with the stakeholders and felt comfortable with where things were at the moment. Hayley added that she had been given two potential dates to present back to council, stating that she was pushing for the latter, which would be in January. Hayley reassured the members she would continue to keep them updated on any progression.

B. HVAC ARP PROJECT UPDATE Executive Director Hayley Tillery stated that she had unfavorable news to report regarding the facility's HVAC system. Hayley stated that the large chiller, which was not included in the scope of work for the HVAC ARP project was currently non-operational. There was an in-depth discussion regarding cost, funding, and the most responsible long-term solution, where Hayley was asked to obtain answers and clarification before moving forward.

C. CARPET RENOVATION PROJECT UPDATE Executive Director Hayley Tillery reported that the carpet installation had been paused due to events, however there were still a few common areas remaining to complete the project.

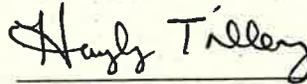
Executive Director Hayley Tillery also shared with the members her Overview of Recent Events, to include current and completed facility projects and employee updates. **Please see the attached report.**

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:05 PM. Due to the Christmas holiday, there will not be a meeting in December. The next regular meeting, which is normally held on the fourth Thursday of each month, will be held Thursday, January 22, 2026.



Jonathan Payne, Chairman
Columbus Iron Works Convention and
Trade Center Authority



Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 26-OCTOBER 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- October 2025, there were 66 event days, 40 events, and 18,599 attendees.
- Church of the Highlands was charged a total of \$95,878 for October 2025.
- Top Events

October 2025		October 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
COTH Sunday Service	\$40,762	COTH Sunday Service	\$34,531
COTH Together Conference	\$32,882	Piedmont Columbus Regional Breast Cancer Awareness Luncheon 2024	\$30,760
Georgia Library Association 2025	\$44,570	Harris Campaign Rally	\$30,486

- F&B Revenue was \$203,603; Operations Revenue was \$184,447; Total Revenue was \$388,050.
- October 2024, there were 50 event days with 12,895 attendees and a Total Revenue of \$248,423.

REPORT 2 – OCTOBER 2025 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - There was no catering commission for October.
 - Space Rental was \$161,123.
 - The equipment rental was \$13,571.
 - Total Operating Revenue of \$184,447.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$94,876. The amount for the Hotel/Motel Tax is an accrual. This will be updated as soon as the amount is posted.
- Total Revenue of \$279,323 for October 2025.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$157,593.
- Operating Expenses
 - Promotion and Advertising is \$1,023 due to the signature event supplies needed.
 - Repairs and Maintenance to the building was \$4,605
 - Utilities were a total of \$43,772 for the month.
 - Total Operating Expenses were \$62,909.
- Other Expenses
 - The total other expenses were \$12,477
 - Total Expenses were \$232,979.

➤ NET PROFIT

- Net Profit for October 2025 was \$46,344.

REPORT 3 – OCTOBER YEAR TO DATE 2025 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental was \$589,678.
 - The equipment rental was \$60,959.
 - Client Electrical Usage was \$28,298.
 - Total Operating Revenue of \$702,785.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$445,319.
 - Total Revenue of \$1,148,105 for October 2025.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$520,009.
 - Operating Expenses
 - Contractual services were \$55,648.
 - Repairs and Maintenance to the Building is \$15,813.
 - Utilities were \$253,190.
 - Total Operating Expenses were \$362,726.
 - Other Expenses
 - The total other expenses were \$103,563.
 - Reserve Funds Expenses
 - Total Reserve Fund Expenses is \$79,297.
 - Total Expenses were \$1,065,595.
- NET PROFIT
 - Net Profit excluding Reserve projects for October 2025 was \$161,807.

REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is 15% higher than the 5-year average.
 - Other TC Operating Revenue is 4% lower.
 - Total Revenue YTD is 1% lower than the average.
- Expenses
 - Labor Costs are 18% higher than the 5-year average.
 - Utilities are 15% higher than the average.
 - Total expenses are 19% higher with the added expenses of the Reserves Projects.
- Net Profit
 - Net Profit, excluding the Reserves Projects, 41% lower than the average.
 - The Hotel/Motel Tax is an estimated accrual amount for two months and should be higher when the amounts are published. There has not been a catering commission, mainly due to purchases needed in the catering department. Labor expenses are higher due to being fully staffed and the payroll reform.



CLIENT SURVEY SCORES AND CUSTOMER COMMENTS

OCTOBER 2025

1 SURVEY

	EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	NUMBER OF ATTENDEES	COMMENTS: Verbal, Survey, or Email
October 21, 2025								
CCG- City Manager Search	HT	100	100	100	100	100		
OVERALL AVERAGE SCORE		100	100	100	100	100.0		
CLIENT COMMENTS - VERBAL OR EMAIL								
CCG- City Manager Search 10/21/25	HT	<p>Hayley, The City Manager Interview Search went great. You and your team did an excellent job setting up the rooms just as we requested. The consultant commented on the location and said, "This is the perfect location" for the interview search. He has been to the Trade Center before for previous Department Head search interviews, and he says it is the best venue. Thanks so much for your help and support! Reather D. Hollowell, IPMA-CP Human Resources Director</p>						

OCTOBER 2025 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$367,938**

Total Revenue **\$203,603**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$728,840

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2025	12	\$53,720
2024	10	\$21,732

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	8	\$14,669
2024	2	\$29,449

MEETINGS

	Event Days	Sales
2025	10	\$150
2024	14	\$8,079

RELIGIOUS

	Event Days	Sales
2025	12	\$74,050
2024	9	\$49,424

SOCIAL

	Event Days	Sales
2025	17	\$25,207
2024	13	\$18,382

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	0	\$0
2024	0	\$0

WEDDINGS

	Event Days	Sales
2025	7	\$14,628
2024	2	\$3,510



FY26 18,599

vs

FY25 12,895

FY26 October attendee count is us by 5,704 people compared to FY25.

SALES INQUIRIES

INQUIRIES **96**

CALL-INS **32**

WALK-INS **7**

PKR'S **47**

RFP'S **10**

CONTRACTS SENT

18

OVERALL SURVEY SCORE

100%

Based on 1 survey



Conference/Convention Event Leads

Event Leads	FY26	FY27	FY28+
# of Events	5	10	2
Total Attendees	2,900	8,380	925
Total Rental Revenue	\$47,812	\$210,315	\$85,300

Leads Converted to Business

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
February	2026	FY26	80	\$4,800	Pratt & Whitney Conference
October	2026	FY27	300	\$19,000	GACS Convenience Store and Petroleum Show

Fiscal Year 2026 (July 2025-June 2026)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
January	2026	FY26	200	\$6,700	GASROE Executive Seminar
January	2026	FY26	2000	\$4,590	ADM Creative Client Meeting
February	2026	FY26		\$1,522	LIV Young Adults "His & Hers" Conference
April	2026	FY26	500	\$10,000	Cyber Inspire: Empower Girls
April	2026	FY26	200	\$25,000	Georgia Chapter of Government Management Information Sciences (GA GMIS) Spring Conference 2026

Fiscal Year 2027 (July 2026-June 2027)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2026	FY27	200	\$9,600	AFLAC Triple Crown
October	2026	FY27	4000	\$8,000	GARBA Festival
November	2026	FY27	1500	\$29,415	SkillsUSA Georgia Fall Leadership Conference
December	2026	FY27	1000	\$83,000	2026 USATF Annual Meeting
January	2027	FY27	100	\$9,200	Georgia Council of Supervisors of Mathematics Conference 2027
February	2027	FY27	200	\$16,000	2027 GHPCO Annual Conference (Georgia Hospice and Palliative Care Organization)
March	2027	FY27	750	\$22,000	Christian Product Expo (CPE)
March	2027	FY27	130	\$7,500	Georgia Association of Floodplain Management Conference
March	2027	FY27	200	\$12,000	2027 Georgia Emergency Communications Conference
April	2027	FY27	300	\$13,600	Georgia Economic Developers Association SPRING WORKSHOP 2027

Fiscal Year 2028+ (July 2027+)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
September	2027	FY28+	150	\$13,900	Georgia Geospatial Association 2027 Conference
October	2027	FY28+	425	\$35,000	National Onsite Wastewater 2027 Conference
September	2028	FY28+	150	\$5,800	Georgia Records Association Conference 2028
June	2028	FY28+	200	\$17,000	Eastern Star Convention
November	2028	FY28+		\$13,600	GPRA 2028 State Conference



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: November 20, 2025

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.6 million – HVAC System
- Trade Center carpet renovation
- Trade Center Master Plan / Renovation Project Schedule

Completed Projects/Updates

Facilities and Operations:

- Completed installation of new exterior handrails on main walkway in front of Trade Center. Total Cost: \$500. (Savings \$3,600)
- Completed installation of new exterior lightning between South Hall and parking garage to add increased lightning & safety for guests. Added new conduit piping running down parking garage and installation of lights. Total Cost: \$150. (Savings \$1,000)
- Installed new relay board for Mechoshade automatic shades in Foundry pre-function. Total Cost: \$120 (Savings \$930)
- Replaced bad solenoid valve coil that controls water flow from cooling tower to chillers. Total Cost: \$240 (Savings \$960)
- Repaired rooftop leaks above Foundry & Foundry pre-function. Material cost \$500.00. Substantial cost by doing these repairs in house vs outsourcing material & labor.
- Completed installation of wireless cell signals in all elevators through Kings III communication. All elevators in the Trade Center now have proper emergency service communication to the emergency phones through wireless cell service.

Employee Updates

Active Job Postings - TOTAL: (4) Positions Open

Operations:

- One (1) Event Attendant Crew Leader – Advertised
- Two (3) part-time Events Attendant – Advertised

Facilities:

- One (1) part-time – Advertised

Authority Meeting Agenda

- January 22nd – Covering November and December



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
ELECTRONIC VOTE
December 12, 2025**

The Columbus Iron Works Convention and Trade Center Authority held an electronic vote on December 12, 2025, following an email received by Executive Director Hayley Tillery regarding an emergency capital purchase. Hayley stated emergency reserve funds were needed for the replacement of the facility's small chiller. Hayley stated that she had reached out to First Mechanical for comparison pricing to rebuild the unit or replace it, adding this was the same unit that had been renovated in 2022 and 2023. Hayley stated that she had also contacted Pam Hodge with the City of Columbus to ask if there was any remaining ARP (American Rescue Plan) funding available to support the unexpected chiller expense. It was confirmed, by Pam Hodge, that all ARP funding had already been allocated and would be fully expended with no additional grants or funding currently available for this need.

Given the urgency of the situation and the timeline required to ensure HVAC reliability before the summer months, Executive Director Hayley Tillery requested a vote from the Trade Center Authority to approve an emergency capital purchase from the facility's reserve fund to replace the small chiller entirely. Considering the significant amount already invested in repairs and the rising costs associated with refurbishing the aging unit, a full replacement would be the most responsible long-term solution.

Upon reviewing the information provided by Executive Director Hayley Tillery, all members voted in favor of Hayley's recommendation to spend \$699,982 with First Mechanical to completely replace the small chiller.

Authority Members Voting: Chairman, Jonathan Payne, Vice Chairman Jessica Gray, John Stacy, Jay Pitts and Brittany Perkins

A handwritten signature in blue ink, appearing to read "Jonathan Payne".

Jonathan Payne, Chairman
Trade Center Authority

A handwritten signature in black ink, appearing to read "Hayley Tillery".

Hayley Tillery, Executive Director
Columbus, GA Convention and Trade Center

A handwritten signature in black ink, appearing to read "Chasity Hall Deppe".

Chasity Hall Deppe, Secretary
Columbus GA Convention and Trade Center
Trade Center Authority